

REQUEST FOR APPLICATIONS (RFA)
Government of the District of Columbia
Child and Family Services Agency
CFSA-08-RFA-0002

FY 2008 VOLUNTEER MENTOR PARTNERSHIP GRANT

Pursuant to the “Child and Family Services Grant-making Emergency Amendment Act of 2007”, Child and Family Services Agency (“CFSA”) invites qualified applicants to submit applications for funding to establish a Volunteer Mentor Partnership (VMP) program for children and youth served by CFSA.

Announcement Date: March 3, 2008

Request for Applications Release Date: March 3, 2008

Application Submission Deadline: April 3, 2008

LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL

TABLE OF CONTENTS

SECTION I. GENERAL INFORMATION	5
Introduction	5
Target Population	6
Eligible Organizations/Entities	7
Source of Grant Funding	7
Award Period	7
Grant Awards and Amounts	7
Contact Person	7
Explanations to Prospective Applicants	8
SECTION II. SUBMISSION OF APPLICATIONS	8
Application Identification	8
Application Submission Date and Time	8
Mail/Courier/Messenger Delivery	8
SECTION III. PROGRAM AND ADMINISTRATIVE REQUIREMENTS...	9
Use of Funds	9
Indirect Costs Allowance	9
Grant Agreement	9
SECTION IV. GENERAL PROVISIONS	9
Insurance	9
Audits	9
Nondiscrimination in the Delivery of Services	9
SECTION V. PROGRAM SCOPE	10
Program Objectives	12
Applicant Responsibilities	12
Confidentiality of Records	14
Staff Requirements	14
Training	15
Performance Standards and Quality Assurance	15
Reports	15
Records	16
Monitoring	16
Evaluation	16
SECTION VI. REVIEW AND SCORING OF APPLICATIONS	16

Review Panel	16
Scoring Criteria	17
Decision on Awards	18
SECTION VII. APPLICATION FORMAT	18
Description of Application Sections	19
Applicant Profile	19
Table of Contents	19
Application Summary	19
Project Narrative	19
Organization, Experience and Qualifications of Applicant	20
Program Budget and Budget Narrative	20
Appendices	20
SECTION VIII. LIST OF ATTACHMENTS	21

Checklist for Applications FY 2008 Volunteer Mentor Partnership Grant

- The applicant organization/entity has responded to all sections of the Request for Application (RFA).
- The Applicant Profile, found in Attachment A, contains all the information requested and is affixed to the front of the application.
- The Program Budget is complete and complies with the Budget form in Attachment D of the RFA. The budget narrative is complete and describes the category of items proposed.
- The application is printed **on 8 ½ by 11-inch paper, double-spaced, on one side (no single spacing), using 12-point type with a minimum of one inch margins.**
Applications that do not conform to this requirement will not be forwarded to the review panel.
- The Application Summary section is complete and is within the page limit for this section of the RFA submission.
- The Organizational Experience and Qualifications of applicant is complete and is within the 2-page limit for this section of the RFA submission.
- The Project Narrative section is complete and is within the 10-page limit for this

section of the RFA submission.

- **The applicant is submitting the required nine (9) copies of its application, including the original and eight (8) copies. Applications will not be forwarded to the review panel if the applicant fails to submit the required eight (8) copies with one "original".**
- The application conforms to the "Application Format" of the RFA. **The review panel will not review applications that do not conform to the application format.**
- The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses (if applicable), and other supporting documentation are enclosed.
- The application is submitted to Child and Family Services Agency no later than 5:00 p.m., on the deadline date of April 3, 2008.
- The application is submitted with **two original receipts**, found in Attachment B, attached to the outside of the envelope or package for CFSA approval upon receipt.

**District of Columbia
Child and Family Services Agency (CFSA)
Request for Applications (RFA)**

FY 2008 Volunteer Mentor Partnership Grant

SECTION I: GENERAL INFORMATION

The Child and Family Services Agency (CFSA) has funds available to create a Volunteer Mentor Partnership (VMP) program to serve 100 children between the ages of 6-21. CFSA will award grants to traditional and non-traditional mentoring organizations that provide youth development activities including: mentoring, workforce development, college preparation, academic enhancement, life-skills training, self-esteem building, culture and arts activities. Organizations will be expected to serve a minimum of 20 children at the same time but may apply to serve more children. The program may be expanded to serve an additional 100 CFSA-involved children should additional funding become available. Applicants must have the capacity to serve at least twice the number of children in the event the program is expanded. Organizations must be ready to accept referrals and begin providing services by April 1, 2008.

CFSA is charged with promoting the safety, permanence and well-being of the District of Columbia's abused or neglected children and their families. Children to be served under this grant have been abused or neglected. We meet our mission by employing high quality social workers that provide assessment, case management and other support services, as well as contracting with a network of private providers and community-based services to provide placement, case management and other supports. Over the last several years, CFSA has substantially improved its performance in all areas. We have increased our focus on permanence for children. We have institutionalized national best practices in areas of Family Team Meetings and Structured Decision Making, and have one of only 12 nationally certified State Automated Child Welfare Information Systems (SACWIS) in the country. Yet, there is still much more to be done for the District's most vulnerable children and their families.

As of November 30, 2007, CFSA is serving 2,223 children in foster care and 1,483 children in their homes. According to US Census bureau data, approximately 2% of all children and youth in the District of Columbia are in the foster care system. Further, the District has one of the highest percentages of children living in poverty (26%¹) and serves far more children in foster care per 10,000 residents than any other jurisdiction. The District's foster care population is older than in most jurisdictions, is largely African American (at over 90%, an

¹ Child Welfare League of America's National Data Analysis System, U.S. Census, Kaiser Family Foundation website, 8/04, GAO Report to Sen. Dianne Feinstein (July 2003), Section 11 of the Green Book.

over representation compared with the District's overall population), and is about equally distributed between male and female. The majority of children originate from Wards 7 and 8 – the areas of lowest income in the District. At the end of November 2007, youth age 15 and older made up about 48% of the total foster care population. CFSA involved children are at higher risk for poor educational outcomes, health issues, early parenthood, long-term dependence on public assistance, increased rates of incarceration, homelessness and unemployment (CWLA, 2005).

Many of our children need mentors.² In CFSA's 2005 Needs Assessment, social workers reported that foster children struggle with separation and abandonment, depression, low self-esteem, rejection, and loss. Ninety seven percent (97%) of social workers identified mentoring as a need for our children. Fifty-six percent (56%) of birth parents identified mentoring services as their greatest need in the past six months. Many CFSA families have single, female heads of household,³ and supportive services and resources in the community, such as services for adolescents (mentoring, academic support, and/or counseling), are essential.

Target Population

The target population for these funds is 100 (with the potential of an additional 100) children between the ages of 6-21 who are in the care and custody of CFSA or otherwise are receiving services from CFSA. Twenty-five of the 100 slots will be dedicated to children ages 6-12 who need mentors, and the remaining seventy-five slots will be dedicated for children 13 years and older. If additional funds become available, the children to be served will be between the ages of 6-21. All children and youth to be served in this program reside in the District of Columbia, Maryland or Virginia. Initially, CFSA is targeting 100 youth to be involved in this initiative. All children and youth who will participate have been abused or neglected and some may have special needs.

Eligible Organizations/Entities

Applications will be accepted only from non-profit, community-based organizations which have demonstrated abilities to meet the needs identified in this RFA, and who are able to commit to implementing the program measures over the grant period. Organizations may partner together to offer separate but coordinated components of the program. Successful applicants shall demonstrate experience with the target population. Successful applicants shall also provide services in accordance with all existing federal and District of Columbia laws, rules, and regulations, and consistent with policies, procedures and standards promulgated by the Child and Family Services Agency.

Applicants who hold current Grant Agreements or Contract Agreements with CFSA, or whose members hold current Grant Agreements or Contract Agreements with CFSA, are eligible to apply provided the VMP does not conflict with a current Grant or Contract Agreement. Such

² CFSA can keep children in foster care until the age of 21, which provides access to services to our older youth. Over one-third of our foster care population is 16-21 yrs.

³ Ninety six percent (96%) of the birth parents randomly surveyed were female, and 59% were single.

applicants must identify potential areas of conflict of interest in the delivery of services to children and families involved with CFSA, and demonstrate how services under the VMP shall not conflict with or compromise other existing grant or contractual obligations.

Source of Grant Funding

The funds currently made available are appropriated by the Council of the District of Columbia through CFSA.

Award Period

The grant period is for up to 24 months from the date the grant agreement is executed, subject to appropriation of funds. Successful applicant(s) must be prepared to sign the Grant Agreement within two weeks of the award. Should further appropriations be made available or funds from other sources be made available, renewable options may be made available to the successful applicant, or a new grant announcement may be issued.

Grant Awards and Amounts

CFSA intends to award grants to organization to provide mentoring and other youth development services to 100 youth who are receiving services from CFSA or are in the care and custody of CFSA. CFSA reserves the right to assign the amount of the award among different applicants in differing amounts. The total amount available for the grants is \$100,000. The total available for the grant may be increased if additional funds become available. Grant funds are to be used exclusively for monthly stipends to fund mentor/mentee activities, screening costs not to exceed \$50 per mentor, and administrative costs (e.g. training, staff) not to exceed \$400 per child.

Explanations to Prospective Applicants

Inquires regarding this RFA should be sent via email to cfsa.cpa@dc.gov, CFSA Contracts and Procurement Administration. Please reference **CFSA-08-RFA-0001** and/or Volunteer Mentoring Partnership in subject line. Inquiries must be submitted on or before **Monday, March 24, 2008 at 5:00 p.m. Questions submitted after the deadline date will not receive responses.** Responses to all inquiries will be posted on the CFSA website on or before **Friday, March 28, 2008**. Prospective applicants are responsible for checking the CFSA website for any additional changes or updates to the RFA and/or the application process.

SECTION II: SUBMISSION OF APPLICATIONS

Application Identification

A total of six (6) copies, including the original and five (5) copies, of the application are to be

submitted in a sealed envelope or package. Attachment B, found in this package, should be affixed to the outside of the envelope or package. **Of the six (6) copies, one (1) copy must be an original. Applications will not be forwarded to the review panel if the applicant fails to submit the required six (6) copies with Attachment B affixed to the outside of the envelope or package. E-mail, telephonic, telegraphic or facsimile submissions will not be accepted.**

Application Submission Date and Time

Applications are due no later than 5:00 p.m., on Wednesday, April 3, 2008. All applications will be recorded upon receipt. **Applications submitted at or after 5:01 p.m., Friday, April 3, 2008, will not be forwarded to the review panel for funding consideration.** Any additions and/or deletions to an application will not be accepted after the 5:00 p.m. deadline on Wednesday, April 3, 2008. Applications must be ready for receipt by CFSA. The six (6) copies, including the original and five (5) copies, of the applications **must be** delivered to the following location:

Catherine Higgins, Interim Agency Chief Contracting Officer
Contracts and Procurement Administration
Government of the District of Columbia
Child and Family Services Agency
955 L'Enfant Plaza, SW, North Building, Suite 5200
Washington, DC 20024

Mail Courier/Messenger Delivery

Applications that are mailed or delivered by Messenger/Courier services **must be** sent in sufficient time to be received by the 5:00 p.m., deadline on Wednesday, April 3, 2008 at the above location. Applications arriving via messenger/courier services after the posted deadline of 5:00 p.m., Wednesday, April 3, 2008 **will not be forwarded to the review panel by CFSA.**

CFSA will not be responsible for delays in the delivery of application packages to its office.

SECTION III: PROGRAM AND ADMINISTRATIVE REQUIREMENTS

Use of Funds

Grant funds shall only be used to support activities as outlined in the Program Scope of this RFA, and may not be used for direct financial assistance to clients and their families. Funds shall support activities for up to twenty-four (24) months.

Grant Agreement

Applicant shall be required to sign a Grant Agreement prior to funds being awarded. A Grant Agreement must be finalized within fourteen (14) business days of notification of intent to award grant funds.

SECTION IV: GENERAL PROVISIONS

Insurance

The applicant, when requested, must show proof of all insurance coverage required by law and grant agreement at the time of application. The applicant shall maintain general liability insurance, consistent with District law.

Audits

At any time or times within the next twenty-four (24) months, the District may request the successful applicant's expenditure statements, source documentation, and other financial records audited.

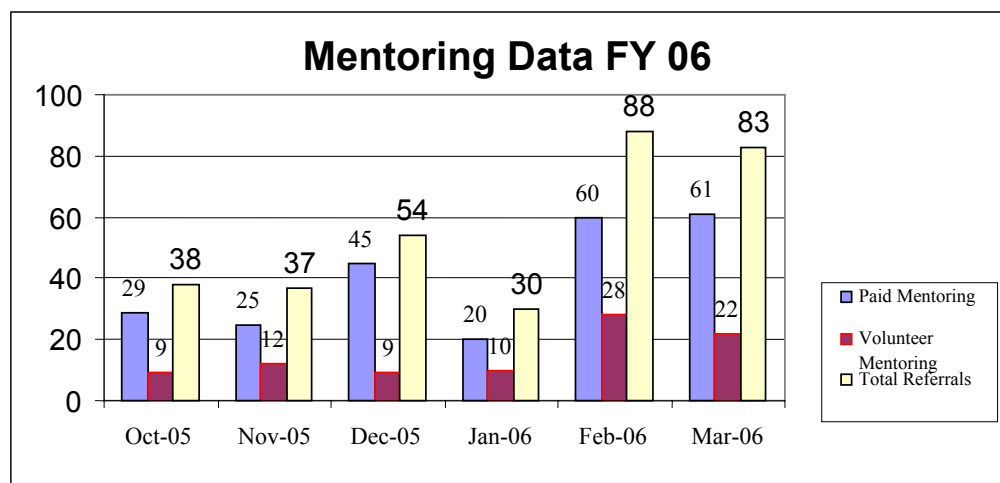
Nondiscrimination in the Delivery of Services

In accordance with Title VI of the Civil Rights Act of 1964 (Public Law 88-352), as amended, no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving these Birth Parent Advocate Project grant funds.

SECTION V: PROGRAM SCOPE

Program Description

CFSA has a number of initiatives underway to promote prompt, safe and permanent solutions for every foster child and teen.⁴ We recognize that children of all ages need permanent connections that will endure long after they leave foster care and/or reach adulthood. Successful mentoring can play an important role in the lives of disconnected youth. Several years ago, in an effort to nurture such connections, we implemented a strategy of paid mentors for children in foster care, in which we contract for mentors and pay them an hourly rate for time spent with a child. Under those contracts, the mentor is paid a fee for services, and the mentor relationship almost always ends when the child or youth transitions out of the foster care system. In other words, rather than creating a supported relationship that lasts during the child's often difficult transition out of foster care and beyond, our mentor program tends to create relationships that terminate when the child or youth may most need a mentor's support. Further, some children do not bond as we hope with paid mentors, as they may question the mentor's commitment to them, as opposed to the fee earned when time is spent with them.



CFSA is providing grant funds to change this dynamic. To promote the type of long-term connections that are critical for our children and youth, CFSA envisions the creation of a Volunteer Mentor Program for children and youth (who are not in need of intensive or

⁴ For example, CFSA implemented Family Team Meetings for children coming into care in late 2004, and expanded the program to include children experiencing foster care replacements in 2005. In 2006, we implemented Structured Decision Making designed specifically for the District of Columbia. We are also implementing a Youth Connections program for our older youth. This program, targeting youth ages 14-21, seeks to ensure youth have the opportunity to form strong family connections in preparation for adult living through Youth Connections Conferences designed to identify family resources for participating youth, develop nurturing bonds and relationships and to expose youth to life skills training to prepare them for adulthood.

therapeutic mentoring) that also supports adults who are committed to longer term meaningful relationships with system-involved youth. It should be noted that CFSA will continue a paid mentoring program so that children currently with mentors will not have to lose that relationship, and to ensure children and youth who are in need of more intensive and therapeutic mentoring will still have access to such services. However, what we hope to do is reduce our reliance on paid mentors.

Specifically, CFSA proposes to use the FY 2008 District funds to facilitate a Volunteer Mentor Partnership (VMP) program, whereby CFSA will award grants to a minimum of two and up to five mentoring organizations to serve at any given time 100 children between the ages of 6-21. Organizations will be expected to serve a minimum of 20 children at a time but can apply to serve more than 20 at a time. Subject to additional funding, the program may be expanded to serve an additional 100 CFSA-involved children, and each successful applicant will be expected to serve an additional 20 children in that event. **Grant funds may only be used for activity stipends, screening costs and other administrative costs on a per child basis, and may not be used to compensate mentors.** Our goal is to maximize the amount of funding to be dedicated to direct services to support activities for the mentors and their mentees. Administrative costs cannot exceed \$400 per child and screening costs cannot exceed \$50 per mentor.

The successful grantee must have the capacity to provide mentor services that are time intensive and youth-centered, working through issues with the young person and involving him/her in decision-making. Applicants must be committed to identifying and developing permanent connections for youth that may endure long after they reach adulthood and transition out of the foster care system. The mentoring relationship envisioned by CFSA is one that is a sustained positive relationship between a youth and an adult. Through continued involvement, the adult offers support, guidance and assistance as the younger person goes through a difficult period, faces new challenges or works to correct earlier problems.

CFSA will competitively award grants to at least two but no more than five mentor organizations who meet the program needs of CFSA, and who are able to commit to implementing the program measures as long as grant funds continue to be available, which could be up to four years. CFSA will seek out innovative and evidence-based approaches to mentoring, recognizing that the use of a variety of models will expand the population of youth who can access services. We are interested in organizations that can provide mentoring in a variety of ways such as school-based mentoring, targeted mentoring (e.g. teens in out-of-home or in-home placements), and mentoring programs that differ in their intensity. Applicants must ensure consistency and confidentiality for children and sensitivity to the special needs of abused and neglected children. CFSA has initially targeted a minimum of 100 children to be served. Each partner organization must be able to serve at least 20 CFSA involved children at any time and, should additional funds become available, have the capacity to serve an additional 20 children. Twenty-five of the 100 slots will be dedicated to children ages 6-12 who need mentors, and the remaining 75 slots will be dedicated for children 13 years and older. While the goal of the program is to sustain mentor relationships once children age out

and/or leave foster care, for the purpose of this initiative, the 100 youth receiving volunteer mentor services will always be children/youth who have an open case (foster care or in-home) with CFSA. If a child's involvement with CFSA ends during the grant period, it is expected that the mentor organization who provided the volunteer mentor will accept a new referral from CFSA. Our hope is that the volunteers will continue to work with their mentees after CFSA's involvement is ended, and it is our expectation is that at any point in time, 100 CFSA involved children/youth will be participating in the VMP. As previously noted, CFSA will not refer children to this program who are already involved in successful paid mentoring relationships.

Program Objectives

The short-term outcome of the VMP is to enhance CFSA involved children or youth's access to positive adult support through a successful collaboration with mentor organizations. The long-term outcomes include:

1. Children/youth will develop a consistent relationship with an adult mentor for a sustained period of at least one calendar year. (school year for school-based programs)
2. Mentors and mentees will express satisfaction with the mentoring relationship.
3. Youth will demonstrate enhanced self esteem, school engagement and social skills to include:
 - a) Reduction in school absences
 - b) Increase in life skills (e.g. self-advocacy, conflict resolution, employment)
 - c) Reduction in at-risk behavior
 - d) Increase in social skills (e.g. attendance at cultural events)
4. Youth will form a long-term connection with a caring adult after involvement with CFSA is ended.
5. Mentors and families will express satisfaction with the mentoring program.
6. Mentees and mentors will continue to be in contact after CFSA involvement is ended.

Applicant Responsibilities

In its proposal, the applicant must demonstrate the ability to provide mentoring services tailored to the target populations. In meeting those ends, the applicant must meet, at a minimum, the following requirements:

- 1) The applicant's program must be designed to serve a minimum of 20 CFSA involved children and youth at a time and determine how to enhance and expand these approaches for youth through the development of a Volunteer Mentor Partnership (VMP).

- 2) Applicant must be able to serve a minimum of an additional 20 youth should additional funds become available.
- 3) The applicant must sign an agreement with the District of Columbia Child and Family Services Agency to provide volunteer mentors. Nothing in this RFA should conflict with any existing agreement between applicant and the District of Columbia Child and Family Services Agency. Further, nothing in this RFA relieves applicant of any agreement or obligations with this agency.
- 4) The applicant must also:
- Provide at least ten mentors that are at least 21 years of age for every 20 children;
 - Identify and screen prospective mentors through a state and federal criminal background check and a child protection registry check;
 - Ensure that each mentor successfully completes the following training requirements:
 - a) At least two (2) hours pre-service training, provided by Mentor Partner, that provides mentor roles and responsibilities; best practices tips for successful mentoring; and written materials summarizing the training.
 - b) Three (3) hours of orientation provided by CFSA, which includes:
 - (1) background on the population of children served by CFSA;
 - (2) elements of child abuse and neglect;
 - (3) expectation and goals of mentoring;
 - (4) the laws surrounding confidentiality and privacy;
 - (5) written materials summarizing the training.
 - Comply with the administrative, reporting and evaluation requirements of a grant agreement.
 - Abide by the confidentiality laws of the District, and not discuss the fact that the child is involved with the system with anyone other than the child's social worker or CFSA staff.
 - Provide mentoring as follows:
 - (1) So long as it remains in the best interest of the child as determined by CFSA, commit to maintaining the mentor/mentee relationship for a minimum of one (1) year.
 - (2) Provide a minimum of biweekly, in-person activities with mentee and weekly phone or e-mail communications.
 - Report suspected child abuse and neglect to 202-671-SAFE (CFSA's Hotline).
 - Provide or arrange transportation for the child for each mentoring activity.
 - Work with Mentor Partner and CFSA social worker to plan structured activities based on the needs of the child.
 - Show and maintain proof of insurance that meets the requirements set forth herein.

Confidentiality of Records

Information concerning referred children is strictly confidential and shall not be divulged to unauthorized persons. The applicant must demonstrate an ability to maintain the confidentiality of a youth's information and to report the information specified below to CFSA. Specifically, the applicant must agree to and to abide by the following conditions:

- ☐ Whoever willfully discloses, receives, makes use of, or knowingly permits the use of information concerning a child or other person shall be guilty of a misdemeanor and upon conviction shall be fined not more than \$250.00 or imprisoned for not more than 90 days, or both (D.C. Law 16-2363).
- ☐ All project staff, and volunteer mentors, prior to engaging in work with CFSA and their families, shall sign a confidentiality statement. The applicant entity shall submit with the application a signed confidentiality statement, for each current staff person who will be working on the Volunteer Mentor Partnership Grant.

Staff Requirements

The applicant shall retain and maintain documentation that its staff possess adequate training and competence to perform the duties to which they have been assigned. This includes administrative staff and mentors.

The applicant shall maintain a complete written job description covering any positions funded in whole or in part through the grant, which must be included in the project files and be available for inspection on request. The job description shall include education, experience, and/or licensing/certification criteria, a description of duties and responsibilities, hours of work, salary range and performance evaluation criteria. If hiring staff for this grant project, the applicant shall obtain written documentation of work experience and personal references.

The applicant shall maintain an individual personnel file for any project staff member and mentor which will contain the application for employment or to serve as a mentor, references, applicable credentials/certifications, documentation of all training received, notation of any allegations of professional or other misconduct, applicant's action with respect to the allegations and the date and reason if terminated from employment or the mentor program. All of these personnel materials shall be made available to the Grants Administrator upon request.

The program staff will perform a thorough screening of potential mentors. All prospective mentors will complete a written application containing information about educational background, training, employment history, and experience working with children. Mentors will be asked to submit as references, the names of three or more persons unrelated to the mentor, and will authorize the grantee to secure a criminal records check, screening under the Child Protection Registry in each state where the mentor lived over the last five (5) years, and complete an FBI check.

Training

The program staff will be responsible for ensuring mentors attend CFSA sponsored training and for conducting initial and on-going in service training for mentors and will certify that those mentors completing the training program as being ready to begin serving as mentors. The program staff will be responsible for all the management duties, i.e. recruitment, screening, training, assignment and supervision of mentors.

Performance Standards and Quality Assurance

The applicant shall monitor and evaluate all mentoring activities. At a minimum, the program evaluation shall include a review of the appropriateness, quality and timeliness of each service.

The applicant shall be responsible for specific documentation of mentoring services provided to the youth, and updates on both progress, as well as any issues which may arise.

The applicant shall involve the youth and/or their families in the development of project evaluations. When feasible, grant activities shall reflect concerns and suggestions offered by the youth and/or their families.

Reports

The applicant shall submit a quarterly report to the Grant Administrator by the 10th day after the end of each quarter (June 30, September 30, December 31 and March 15) of service regarding status of the funds expended, in addition to year-end reports on each child served. The reports shall include:

- Amount and purpose of expenditure
- Number of mentors/mentees
- Demographics of the population served (including, but not limited to name, age, target category);
- Age breakdown of children served
- Report of the program highlighting successes or areas of concern;
- Summary of mentor/mentee activities funded with stipends

CFSA reserves the right to review the case files, upon reasonable notice.

The applicant shall submit to the Grant Administrator, at CFSA a final report no later than the 30th day after expiration of the Grant Agreement, summarizing all service delivery data, accomplishments, issues and recommendations.

The applicant shall report "unusual incidents" by fax and by telephone to the Grant Administrator within 24 hours of the event. Further and subsequent written description shall be provided as requested by the Grant Administrator. An unusual incident is any event that is significantly different from the regular routine or established procedure for the child, the foster parents, the birth parents, CFSA, contract staff, or any other person relevant to the child.

Examples of unusual incidents include, but are not limited to, death; injury; the child's unexplained absence; fire, theft or destruction of property; sudden, serious problems in the foster home or facility; complaints about the child from family, neighbors, or visitors; requests for information from the press, attorneys, or government officials outside of CFSA; or behavior requiring attention of staff who are not usually involved in the child's care (i.e., a doctor or school personnel).

Records

The applicant shall keep accurate records of activities of the project. When delivering services, the applicant must maintain records reflecting initial and periodic assessments, if appropriate; initial and periodic service plans; and the ongoing progress of activities.

The applicant shall provide the Grant Administrator, and other authorized representatives of the CFSA and the District Government, access to project and financial records as may be requested for monitoring purposes. To ensure confidentiality and security, records should be kept in a locked file controlled by appropriate applicant staff. The applicant shall retain records for at least three (3) years following final closeout of the grant. The applicant shall in its application demonstrate an ability to ensure the confidentiality and security of records.

Monitoring

The CFSA shall monitor and evaluate the performance of the applicant according to the scope of work and related service delivery standards set forth in the Grant Agreement. The Grant Administrator or his/her designee will make periodic scheduled meetings with the applicant to discuss the scope of work in relation to the services rendered to the target populations, and the relative success thereof.

Evaluation

The Grant Administrator shall be authorized to assess the applicant's performance with respect to accomplishing the purposes of the Grant Agreement. Specifically, the applicant's performance shall be assessed to determine the quality of the services delivered to the target populations. Applicant shall cooperate fully in such evaluation.

SECTION VI: REVIEW AND SCORING OF APPLICATIONS

Review Panel

All grant applications will be reviewed by a panel. The review panel will be composed of qualified professionals who have been selected for their expertise and knowledge in the child protection system, and the needs of the populations specific to this RFA. The review panel will review, score and rank each applicant's proposal. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process. The Director of CFSA shall make the final funding determination(s).

Scoring Criteria

Applicant(s') proposal submissions will be objectively reviewed against the following specific scoring criteria.

Criterion A: Theoretical and Technical Soundness of the Proposal (Total 40 Points)

1. The proposal clearly lays out how the target populations will be served, how the grant monies will be spent, and the measures which will be put in place to monitor and measure the outcomes. **(20 Points)**
2. The proposed activities and work plan appear likely to result in the accomplishment of project objectives and outcomes consistent with program requirements presented in the Program Scope. **(10 Points)**
3. The application includes a clear and definitive plan to evaluate the project's effectiveness and determine the extent to which objectives and resulting outcomes are accomplished. **(10 Points)**

Criterion B: Organizational Capability and Relevant Experience (Total 40 Points)

1. The applicant must demonstrate the knowledge and experience relevant to mentoring programs and in serving the target population. **(15 Points)**
 - The applicant demonstrates competence in the provision of the services for which funding is requested and consistency with the values presented in the Program Scope.
 - The applicant has relevant experience with the population.
2. Cultural competency and appropriateness (e.g., racial, ethnic, economic, gender, age, disability, language, religious, sexual identity) of services proposed are demonstrated. **(15 points)**
 - The applicant has identified and has demonstrated an understanding of issues affecting the target population.
 - At least two (2) letters of support from community or advocacy groups are, provided.
3. Capacity to administer the proposed program is demonstrated. **(10 points)**
 - The applicant demonstrates the organizational capacity to deliver, monitor and administer the services.
 - The applicant demonstrates the capacity to deliver services in the natural environment of the target population.

Criterion C: Sound Fiscal Management and Reasonable Budget (Total 15 Points)

1. The applicant provides evidence of sound fiscal management and financial stability and documents the availability of sufficient resources other than the grant funds to support the organization. **(5 Points)**
2. The applicant demonstrates that the proposed budget is reasonable, realistic, and consistent with the limitations in this RFA and will achieve project objectives. The budget should also reflect the administrative costs, and the number of children expected to receive services as a result of this grant. **(10 points)**

Criterion D: Overall Feasibility of the Project (Total 10 Points)

Applicant provides documentation that the proposed program will be fully supported by management and the governing body of the applicant, and that the project is compatible with the mission of the organization. Further, applicant will demonstrate the quantifiable increase in children served, based on the grant award. Maximizing the number of youth served in the target population is a primary goal of this RFA. **(10 points)**

Decision on Awards

The recommendations of the review panel are advisory only and are not binding on the Director of CFSA. The final decision on awards is vested solely with the Director of CFSA. After reviewing the recommendations of the review panel and any other information considered relevant, the Director of CFSA, or her designee, shall decide which applicant(s) to award funds and the amount(s) to be funded. CFSA reserves the right to divide the grant award among multiple applicants, in any amount. The award may reflect overall numbers, or be target population specific.

SECTION VII: APPLICATION FORMAT

Applicants are required to follow the format below and each proposal must contain the following information:

- ☐ Applicant Profile (See Attachment A)
- ☐ Table of Contents (Not counted in page total,)
- ☐ Application Summary (Not to exceed 2 pages)
- ☐ Project Narrative (Not to exceed 10 pages)
- ☐ Organization, Experience and Qualifications of Applicant (Not to exceed 2 pages)
- ☐ Staffing Plan (Not counted in page total, See Attachment C)
- ☐ Program Budget & Budget Narrative (Not counted in page total, See Attachment D)
- ☐ Appendices (Resumes, Organization Chart, Position Descriptions) (Not counted in page total)

The number of pages designated for each section is a recommendation. Applicants should feel free to submit fewer pages than recommended for that section. **Proposal must be double-spaced pages on 8¹/₂ by 11-inch paper. Margins must be no less than 1 inch and a font size of 12-point are required (New Times Roman or Courier type recommended). Pages should be numbered. The review panel shall not review applications that do not conform to these requirements.**

Description of Application Sections

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

Applicant Profile

Each application must include an Applicant Profile, which identifies the applicant, type of organization, project service area and the amount of grant funds requested. **See Attachment A.**

Table of Contents

The Table of Contents should list major sections of the application with quick reference page indexing.

Application Summary

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.

Project Narrative

This section of the application should contain the narrative that justifies and describes the project to be implemented. The project narrative should include the following:

1. Understanding needs of target population(s) to be served;
2. Program objectives for the RFA;
3. Specific service/programs to be provided;
4. Work plan for activities;
5. Number of new clients to be served;
6. Cultural competency and appropriateness;
7. Extent to which access barriers for the target population will be addressed;

8. How funds will be distributed consistent with the grant and monetary expenditures
9. Quality assurance mechanisms.

Organization, Experience and Qualifications of Applicant (not to exceed 2 pages)

The applicant must provide detailed information on the qualifications and experience of the project staff to demonstrate the organization's capability to provide the services described in the RFA. The applicant must list the key personnel who will be assigned to the proposed project and state the percentage of time each will devote to the project in total.

Program Budget and Budget Narrative

Standard budget forms are provided in Attachment D. The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct and indirect costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures.

Personnel

Salaries and wages for full and part-time project staff proposed to be funded with grant funds, if any, should be calculated in the budget section of the grant application subject to the limitations in this RFA. If staff members are being paid from another source of funds, their time on the project should be referred to as donated services (i.e., in-kind, local share and applicant share). Applicants should include any matching requirements, either case or in-kind. Such costs may not exceed \$400/child.

Administrative Costs

These costs should be limited to administrative costs related to safety checks on mentors and may not exceed \$50 per mentor.

Stipends

Stipends are the amount of monthly payments to be made available to mentors for activities with mentees. The application should include information about how the stipends will be paid and how use of the stipends will be monitored. Stipends must be at least \$45/month/child.

Appendices

This section shall be used to provide technical material, supporting documentation and endorsements. Such items may, but are not required to, include are:

- Audited financial statement;
- Indication of nonprofit corporation status;

- Roster of the Board of Directors;
- Proposed organizational chart for the project;
- Organizational budget (as opposed to project budget);
- Letters of support or endorsements;
- Staff resumes; and
- Planned job descriptions.

SECTION VIII: LIST OF ATTACHMENTS

Attachment A: Applicant Profile
Attachment B: Original Receipt
Attachment C: Staffing Plan
Attachment D: Budget

ATTACHMENT A

APPLICANT PROFILE

Volunteer Mentor Partnership Grant (RFA): #

Applicant/Organization Name:

Type of Entity: For-Profit _____ Non-Profit _____ Other _____

Contact Person:

Office Address:

Phone/Fax:

Website URL:

Total Number To Be Served By Project: _____

Total Funds Requested:

Program Description:

Authorized Signature: The person signing below, who is an executive officer, is authorized by the Applicant to submit this application and has the legal authority to bind the Applicant to the expressed and inferred agreements herein.

Executive/Director/President

Date

ATTACHMENT B

ORIGINAL RECEIPT

Child and Family Services Agency
Contracts and Procurement Administration
955 L'Enfant Plaza, SW Building, Suite 5200
Washington, DC 20024

ATTN: Catherine Higgins

FY 2008 Volunteer Mentor Partnership Grant (RFA): #

CHILD AND FAMILY SERVICES IS IN RECEIPT OF AN APPLICATION FROM:

(Contact Name/Please Print Clearly)

(Organization Name)

(Address, City, State, Zip Code)

(Phone/Fax)

(Program Area)

(Amount Requested)

CFSA USE ONLY

Please Indicate Time: _____

(1) ORIGINAL APPLICATION and COPIES.

RECEIVED ON THIS DATE / /2005

Received by: _____

APPLICATIONS RECEIVED AFTER 5:00 PM
WILL NOT BE FORWARDED TO THE REVIEW PANEL

ATTACHMENT C

Staffing Plan: including name, position, and salary

Director Signature: _____ Date:

ATTACHMENT D

BUDGET

Agency:

Date of Submission:

Project Manger:

Budget:

Telephone #:

Personnel	
Fringe Benefits	
Travel	
Supplies	
Other	
Indirect/overhead	
TOTAL	